SPECIAL BULLETIN

O F F I C E   O F   T R A I N I N G

NO: 1-76   12 January 1976

TO: All Training Officers of the Agency

RECORDS MANAGEMENT TRAINING PROGRAM

The Office of Training will offer the following series of
seminars to assist Agency employees in learning how to manage
their component records efficiently. These seminars are for
records managers, analysts, secretaries, and others concerned
with paperwork procedures. Course descriptions, dates, and
deadlines for the courses to be conducted during FY 1976 are
listed below:

I. Records Management - Forms Management Seminar (2 days)

This seminar will familiarize students with the Agency
Forms Program and the techniques to improve and control the
forms required for office operations. Sessions will include
forms management principles and procedures as well as forms
analysis and design requirements.

Course Dates	Deadline
1-2 March 1976	13 February 1976
17-18 May 1976	3 May 1976

II. Records Management - Forms Analysis & Design (6 days)

This comprehensive seminar will teach students how to
operate a Forms Management Program in their office. In addi-
tion, they will learn how to design and analyze forms as an
efficient means of collecting, recording, processing and trans-
mitting information. Extensive coverage is given to the
development of forms specifications, flow charting, procedures,
and the application of the survey approach to forms design.

Course Dates	Deadline
4-9 April 1976	15 March 1976

III. Records Management - Files Systems & Procedures Seminar (1 day)

The participants will be taught: (a) the established
standards for file systems, procedures, equipment and supplies;
(b) how to review, convert, and operate file systems; (c) how

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to select the appropriate type of filing equipment; and (d) how to improve the administration of office files and procedures.

Course Dates	Deadline
3 March 1976	13 February 1976
19 May 1976	3 May 1976

IV. Records Management - Records Disposition I (1/2 day)

The participants will be taught: (a) how to reduce the volume of records in an authorized and efficient manner; (b) how to conduct a records inventory; (c) how to evaluate records and prepare a schedule for the periodic disposition of records; (d) and how to improve the administration of files disposition.

Course Dates	Deadline
4 March 1976	13 February 1976
20 May 1976	3 May 1976

V. Records Management - Records Disposition II (1 day)

This seminar will: (a) provide the students the opportunity to view the on-site operations of the Agency Records Center and Archives; (b) teach them how to retire records and allow them to view the accessioning, referencing and disposal activities at the Center. The participants will be able to see their components' records on the shelves and observe the security controls exercised.

Course Dates	Deadline
8 March 1976	13 February 1976
24 May 1976	3 May 1976

VI. Records Management - Records Management Survey (1/2 day)

This seminar will instruct personnel in the proper techniques to be employed in conducting a Records Management Survey. The students will receive detailed instructions on various methods used in collecting data that is vital to making a successful survey. They will also, through the presentation of actual case studies, see the benefits that have resulted from these surveys.

Course Dates	Deadline
4 March 1976	13 February 1976
20 May 1976	3 May 1976

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The Forms Management and Files Systems and Procedures Seminar will be held from 0900-1630 in [   ] Headquarters Building.   STAT
Records Disposition I and Records Management Survey will be held from 0900-1200 and 1300-1600 hours, respectively, in [   ]   STAT
Headquarters. Records Disposition II and the Forms Analysis and Design seminars will be held [   ] Arrangements for transporta-   STAT
tion for the latter two seminars will be made at time of registration.

Submit Form 73, "Request for Internal Training," to OTR/Registry, [   ] Chamber of Commerce Building, by the deadline date.   STAT

Additional information may be obtained by calling OTR/MATB, [   ]

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